



WDE602 – WISE School District Staff Member Collection
and WDE652 – WISE School District Staff Member
Collection – End-of Year Collection Guidebook

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Introduction

The School District Staff Member Collections consists of every staff member in each school district along with their assignments and experience. The Wyoming Department of Education (WDE) uses this information to verify the certification status of the staff, to populate the funding model, and to generate several statistical summaries, including highly qualified teachers. The WDE602/652 is the authoritative collection of staff-level demographics and employment information. Because the WDE602 and the WDE652 data elements have been aligned, the guidebooks have been combined.

School districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) are critical to the continual growth of Wyoming's education system. It is widely agreed upon that quality and timely data are helpful to inform the work of stakeholders, such as students, teachers, administrators, parents, and policy makers, in order to most appropriately impact the teaching and learning process. The data from the WDE602/652 collections is made available in a clear and useful way through the Stat 2 data which is published annually. It is also part of the monitoring process which was established by law to provide the Legislature with a series of reports designed to enable informed decisions on education funding in the context of the overall statewide budget process. Staffing data, including the post-secondary attainment of educators, collected by the Department and reported by school districts is used in the 'Monitoring Report required by W.S. 21-13-309(u) and recalibration efforts required by W.S. 21-13-309(t). The [2018 Monitoring Report](#), which was presented to the Joint Education and Joint Appropriations Committee of the Wyoming Legislature in October 2018 can be found online at the LSO website.

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are:

- Staff/Employment
- Assignment
- Experience
- Education
- Schedule Header
- Salary Schedule

The WDE652, or spring staffing collection, collects the first four files and uses the Schedule Header and Salary Schedule that were submitted in the fall.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The Employment file contains the data which is aggregated and used by the Wyoming Legislature to provide educator salary funding for the K-12 public school system. The elements within the Assignment file collect information on the staff members' current assignment. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary information on all principals, assistant principals, interim principals, tutors, teachers, and instructional facilitators. Education attainment is used as one variable in allocating resources to school districts through funding model salaries.

The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

This guidebook serves as the definitive instruction set for the data contained within the WDE602/652 Data Collections.

WDE602/652 Authority

There are several authorities that allow the WDE to collect data for the WDE602/652 collections:

- W.S. 21-2-203
- W.S. 21-7-303
- W.S. 21-3-110(a)(ii)(A)
- W.S. 21-13-309(m)(v)(F)
- W.S. 21-2-20(c)(ii)
- W.S. 21-13-307(b)
- W.S. 21-13-309(m)(v)(C)

Differences between the WDE602 and WDE652

The WDE602 collects employment details as of an October 1, 2018 snapshot; duties employees are contracted or planned to work during the full school year. It is important to report all contracted and planned employment, not just what is being done on October 1, 2018. October 1st employment data is required for use in administering the funding model (W.S. 21-2-203).

Conversely, the WDE652 collects actual employment details as they have occurred throughout the entire school year. In this manner, the WDE652 accounts for all changes in employment throughout the year, including modifications to contracts and turnover. Year-end employment data is required to ensure accurate FTE experience is calculated for each individual. This data is then rolled forward as prior experience for use in conjunction with the next fall's October 1st employment data in the Wyoming Funding Model. **Accurate calculation of FTE based on actual, full year employment detail is important because it reduces errors in funding and decrease audit findings.**

Procedurally, the submission of the two collections differs in that the fall collection (WDE602) requires the submission of a schedule header and salary schedule where in the spring collection (WDE652) the salary schedule information is pulled from the fall (WDE602) collection.

There are also differences in the reporting of hire and separation dates. In the fall collection (WDE602), districts will report persons who were hired or separated between July 1 and October 1, 2018. In the spring collection (WDE652), districts will report persons who were hired or separated at any time during the school year (July 1st – June 30th). Functionally, a hire date must be provided if a district failed to provide an employment record in the prior collection. Or if there was an employment record in the prior collection, but there was a separation data as well. For example, if a person left and rejoined the district.

Collection Schedule

WDE602 Collection Window:
October 1, 2018 – October 31, 2018

WDE652 Collection Window:
May 15, 2019 – June 30, 2019

Districts should upload the WDE602/652 report no later than a week before the final due date of the current collection cycle in question. This will ensure that the data can be validated and errors can be corrected before the data is sent to the WDE. However, the data for these collections can be uploaded and validated at any time during the collection window. It is imperative that the data be submitted by the due date for each collection cycle.

Instructions

The WDE602/652 is the official collections for staff-level demographic and assignment information. These report includes vital and social statistics on district staff in Wyoming Schools. This Guidebook is intended to provide an overview of the process and procedures associated with the WDE602/652 collections.

Data Compilation

Prior to submitting to the Department, each district must compile their data into the six (6) required .csv files for the fall collection and the four (4) required .csv files for the spring collection. The data elements are fully defined within this document. The **Data Elements and Rules** document located on the [Forms Inventory](#) page under the WDE602 or WDE652 collections contains brief definitions of each element, business rules, and proper layouts for the .csv file submissions.

Employment File

The first file is the Employment file. The purpose of this file is to submit demographic information for each staff member. There are 33 elements.

- WISERStaffID
- StaffNamePrefix
- StaffFirstName
- StaffMiddleName
- StaffLastName
- StaffNameSuffix

- StaffFormerName
- SeparationDate
- StaffDateOfBirth
- StaffGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- HireDate
- Degree
- LicenseType
- LicenseState
- LicenseNumber
- LicenseExpirationDate
- StaffEmail
- DistrictID
- BaseSchoolID
- RegularSalary
- ScheduleID
- ColumnNumber
- RowNumber
- TotalExtraSalary
- InsuranceOption
- FTE
- TotalSalary

WISERStaffID

The WISERStaffID is the WDE 8-digit identifier that is assigned to all district staff. The identifiers entered in the WDE602/WDE652 will be verified against the WISER ID Registration System. WISER IDs can be retrieved by your district's WISER ID Administrator from the Wyoming Department of Education's website <https://edu.wyoming.gov/data/>. This is a mandatory element.

StaffNamePrefix

A title used to denote rank, placement, or status, i.e., Mr., Mrs., Reverend, Sister, Dr., and Colonel. The prefix can be up to eight characters in length. This is an optional element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffMiddleName

The staff member's legal middle name. This is an optional element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files, however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffNameSuffix

Generation indicator or degree earned, i.e., Sr., Jr., Ph.D. This is an optional element.

StaffFormerName

Most recent previous last name this staff member may have used. This may be a maiden name. This is an optional element.

SeparationDate

In the WDE602, if the staff member is no longer employed by the district during the dates of July 1st through October 1, 2018, a valid date (YYYYMMDD) must be entered.

In the WDE652, report a separation date for anyone who separated during the current fiscal year of July 1st through June 30th. Remember to report even if a separation date was reported on the WDE602. If the staff member did earn income in the current fiscal year but was separated after Oct. 1, 2018, the regular salary, contract days, and time or annual hours will need to be adjusted accordingly and all four records (employment, assignment, experience, and education), if applicable, will be submitted.

If a staff member resigned in the previous fiscal cycle but was not reported with a separation date on last year's WDE652 then you can enter a separation date in the Employment file on this year's WDE602 to capture the separation date. The district will enter a regular salary of \$0.00 and delete the Assignment, Experience, and Education file entries for this staff member. These should be only reported on the WDE602. Do not report on the WDE652.

StaffDateOfBirth

The staff member's date of birth should be entered in the format of YYYYMMDD. Staff member's date of birth will be verified against the WISER ID Registration System. This is a mandatory element.

StaffGender

The staff member's gender is a one character value of 'M' for male and 'F' for female. Staff member's gender will be verified against the WISER ID Registration System. This is a mandatory element.

Ethnicity and Race Reporting Guidance

There are six fields used to report a staff member's Race and Ethnicity:

- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity

When collecting a person's race and/or ethnicity, organizations must ask the respondent in a two-part question format:

- The first question is about ethnicity and is reported in the HispanicEthnicity data field.
- The second question is about race and is reported in the five race data fields.

Valid values for all six fields are 'Y' for yes, or 'N' for no. None of these fields can be left blank. If HispanicEthnicity = 'Y' (yes), at least one of the race data fields must also be marked as a 'Y' (yes). All race fields cannot be reported as 'N' (no).

Federal Guidance can be found at <http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>

Information regarding Managing an Identity Crisis from the National Forum on Education Statistics can be found at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>

HireDate

New staff member's hire date entered in the format YYYYMMDD. For the WDE602, only report a hire date for staff members hired July 1st – October 1st of the current fiscal year. For the WDE652, report anyone hired during the current fiscal year (July 1st – June 30th). This is a conditional element.

Degree

Highest degree earned by the staff member. Staff education level is utilized in Federal reporting under the Every Student Succeeds Act (ESSA). This is a mandatory element. Valid options are:

- A – Associates
- B – Bachelors
- D – Doctorate
- M – Masters
- N – None

LicenseType

License type is a valid three letter assignment code found in Appendix A. Note: Districts are only required to report licensure information for positions in Appendix A. These fields will be left blank for the majority of staff members. Also be aware that there are numerous positions listed in Appendix A that require either a license or a PTSB endorsement. If staff members have endorsements in these assignments then the licensure field should be left blank. It is the responsibility of the district to confirm certification has not expired. This is a conditional element.

LicenseState

State from which the license was issued. Persons working in Wyoming are required to have a Wyoming State License therefore this field will always be WY. This is a conditional element.

LicenseNumber

Wyoming state license number. This is a conditional element.

LicenseExpirationDate

Date license expires. Enter in the format of YYYYMMDD. This is a conditional element.

StaffEmail

A valid district assigned email address. If staff member was not assigned a district email address this field must be left blank. Do not use personal email addresses. This is a conditional element.

DistrictID

The WDE 7-digit ID for the district of the staff member's employment. This is a mandatory element.

BaseSchoolID

The WDE 7-digit ID for the school the staff member is assigned to for the greatest amount of time. This element can also be the same as District ID. This is a mandatory element.

RegularSalary

Regular salary is an employee's annual pay for core contract duties (as defined by the district) and does not include extra salary.

If a staff member is on a regular salary schedule and has 1 FTE, the regular salary should match the schedule salary. If an employee only has assignments for extra salary, for instance coaching, time and contract days are 0 (Assignment file) and regular salary is 0 (Employment file).

Because regular salary is an annual amount, for classified (hourly) employees, the regular salary will need be calculated by multiplying the hourly rate of pay by the number of work hours (Work Hours = Annual Hours – Holiday Hours).

ScheduleID

The ID for the Salary Schedule that an employee is on (either I or T). If an employee is not on a salary schedule this field is blank. Note: if the employee is not on the salary schedule(s) that were submitted in October, do not list a ColumnNumber or RowNumber for them in the Employment file. If there is a ColumnNumber or RowNumber listed, the ScheduleID must be listed. Either all three fields – ScheduleID, ColumnNumber, and RowNumber – must have values or none of these fields should have values.

ColumnNumber

If this staff member is on a salary schedule, the column number of their schedule placement.

RowNumber

If this staff member is on a salary schedule, the row number of their schedule placement.

TotalExtraSalary

This field is the sum for all extra salary assignments. Pay for extra duty which is above and beyond the regular salary contract. If the assignment has a percent of time or annual hours, it is considered part of the regular salary. If the percent of time and annual hours are 0 (zero), it is an extra salary. The assignment salary for all assignments with 'E' in the RegularOrExtraSalary field will be totaled in this column. This field is provided by the WDE.

InsuranceOption

In the 2006 legislative session, Enrolled Act 23 was adopted and authorized the WDE to collect district health insurance actual participation information to calculate the health insurance amounts to be provided in the education resource block grant model. W.S. 21-13-309(m)(v)(F) requires the amounts to be provided in the education resource block grant model for health insurance to be based upon prior year statewide average district weighted actual participation in district health insurance plans as to the proportion of employee only, split contracts, employee plus spouse or children, and family coverage.

In 2009, the codes were redefined to the following:

INSURANCE OPTION CODE	INSURANCE OPTION
EC	Employee Plus Child(ren)
EO	Employee Only
ES	Employee Plus Spouse

INSURANCE OPTION CODE	INSURANCE OPTION
FY	Family
NA	None
SC	Split Contract

Note: Staff members must be placed in one of the above listed categories based on the State plan participation requirements. For additional information in regards to the definitions of the above listed codes, please refer to [The Wyoming State Employees & Official Handbook](#). Review each of the insurance options and use the most appropriate code that best suits the staff member's insurance option.

If a staff member does not participate in the district health insurance plan but receives the equivalent of the 'Employee Only' premium for a health insurance reimbursement account, select NA for None. If a staff member only participates in the Dental and/or Vision option and not regular health insurance, then select NA for None.

FTE

The sum of all Assignment FTEs is a field that is provided by the WDE. The calculations used to determine FTE are described in Appendix B.

TotalSalary

Total salary is the sum of a staff member's regular salary (annual pay for core contract duties) and extra salary (bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, and overtime). This field is provided by the WDE.

Assignment File

The second file is the Assignment File. The purpose of this file is to submit information for specific assignments performed by the staff member. There are 19 elements.

- DistrictID
- WISERStaffID
- StaffFirstName
- StaffLastName
- AssignmentCode
- TeacherType
- SchoolID
- LowestGradeServed
- HighestGradeServed
- ContractDays
- Time
- AnnualHours
- HolidayHours
- FundingType
- RegularOrExtraSalary
- AssignmentSalary
- ExtraSalaryReason
- EmployeeClass
- AssignmentFTE

DistrictID

The WDE 7-digit ID for the district of the staff members' employment. This is a mandatory element.

WISERStaffID

The WDE 8-digit state assigned staff record identifier for this employee. The WISERStaffID is verified against the WISER ID Registration System. This is a mandatory element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files, however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is a mandatory element

AssignmentCode

Assignment codes are three character codes provided by the WDE for all work assignments. Current and active assignment codes can be found in the Reportable Combinations document located under the WDE602 or WDE652 collections on the [Forms Inventory](#) page of the WDE website. Staff members can be reported with one or multiple assignments depending on how many roles they have within the district.

Note: All Assignment Codes consist of three letters except for the Elementary Grades teacher code (ELO) which ends in a zero (0).

TeacherType

Teacher type is a two letter code indicating if a teacher is a Teacher of Record (TR) or Teacher Not of Record (NT).

Assignments that are not teaching positions will leave this field blank. All assignments are defined as TR, NT, or blank on the Reportable Combinations document.

Instructional Position Types Reporting Guidance:

- A Teacher of Record is a certified teacher who is generally responsible for planning lessons, instruction, and assigning grades and credits. Teacher of Record positions are reported using subject specific assignment codes and a teacher type value of TR.
- A Teacher Not of Record is a certified teacher who provides classroom instruction as part of a team with a Teacher of Record, to a specific student in an inclusion setting, or as a Special Education Specialist providing one-on-one instruction in a resource room. A Teacher Not of Record may assist in planning lessons but do not assign grades or credit. Teacher Not of Record positions are reported using subject specific assignment codes and a teacher type value of NT.
- A Tutor is a certified teacher assigned to provide supplementary instruction working with individuals or small groups of students. A Tutor is not involved in lesson planning and does not assign nor influence assigning of grades or credits. Unlike Teacher of Record and Teacher Not of Record

required teacher certification for a Tutor is not subject specific. Tutor positions are reported using specific Tutor assignment code TUT. The TeacherType field is left blank.

- Instructional Aide reporting should be used for any instruction provided by an individual not holding active teacher certification or that does not fit under the description for Teacher of Record, Teacher Not of Record, or Tutor. Instructional Aide positions are reported using the AID assignment code. The TeacherType field is left blank.

SchoolID

The school ID is the 7-digit identifier assigned by the WDE where the assignment occurs. If the staff member is assigned to multiple schools then there must be a separate assignment for each school. This ID can be the district ID if the assignment is a district level position.

LowestGradeServed

The lowest grade this staff member serves for this assignment, not the lowest grade served at the organization. Valid values are:

- | | | |
|------|------|------|
| • PK | • 04 | • 09 |
| • KG | • 05 | • 10 |
| • 01 | • 06 | • 11 |
| • 02 | • 07 | • 12 |
| • 03 | • 08 | |

HighestGradeServed

The highest grade this staff member serves for this assignment, not the highest grade served at the organization. Valid values are:

- | | | |
|------|------|------|
| • PK | • 04 | • 09 |
| • KG | • 05 | • 10 |
| • 01 | • 06 | • 11 |
| • 02 | • 07 | • 12 |
| • 03 | • 08 | |

ContractDays

Contract days are provided for *Non-Classified Staff only*. The number of days the staff member is contracted to work in the school year. Typical teacher contracts have approximately 185 days. Administrative contracts often have more. Do not count weekends and holidays. Contracts should not exceed 262 days.

Time

Time is provided for *Non-Classified Staff only*. The percentage of time (percent of each day worked) contracted for each non-classified assignment. It is a numeric value between 1.00 and 100.00 with 100.00 being equivalent to a full time contract as defined by the district.

AnnualHours

Annual hours are provided for *Classified Staff only*. Annual hours are the total number of hours a classified staff member spends for this assignment during the fiscal year (July 1st – June 30th). Annual hours can be a number between 1 and 2,096 and should include both work hours and paid holiday hours.

A classified staff member is considered full time at 1,400 hours. They must work a minimum of the student day (usually 175) and eight hours per day. Calculation: 175 (days) * 8 (hours) = 1,400 work hours. (Work Hours = Annual Hours – Holiday Hours).

HolidayHours

Holiday hours are provided for *Classified Staff only*. Holiday hours are number of paid holiday hours received during the fiscal year for this assignment.

FundingType

Is this assignment paid for with Federal (F), State general funds (S), or other funds (O)?

F – Federal

- Ed Jobs
- ARRA funds
- Title I, Title II, IDEA, etc.
- Other federal grants

S – State General Funds

- Any general funds

O – Other Funds

- Special Revenues (National Board Certified other applicable grants)
- Enterprise funds (food service, swimming pool)

RegularOrExtraSalary

Is this assignment paid for with the Regular Contract Pay (R) or Extra Salary (E)?

AssignmentSalary

The amount of regular or extra salary paid for this assignment. Regular salary consists of money paid for the core contracted duties. Extra salary consist of bonuses and pay for additional workload which may include coaching, facilitating extracurricular activities, overtime, or any other district specified duty.

This field will be populated after submission in the SRM for all regular salary assignments as long as the staff member's assignments are in the same experience group code. Districts will have to provide this field for all extra salary assignments (assignments with RegularOrExtraSalary or E) or for staff members who have regular salary assignments in more than one experience group code. For example, a staff member who serves as both a teacher and a principal has two experience group codes. For a list of assignments and their correlating experience group codes, see the Reportable Combination document.

ExtraSalaryReason

Extra Salary Reason codes are required for all assignments that have E (Extra Salary) in the RegularOrExtraSalary field. Valid codes are:

- DP – Differential Pay (working condition related – e.g. overnight shift, hazard pay)
- EA – Equipment Allowance (car, phone, tools, etc.)
- GC – Moving Stipend
- HA – Housing Allowance
- LG – Retention Bonus / Longevity Pay

- LP – Leave Payout – for accrued vacation time and sick leave for those retiring or resigning staff
- NB – National Board Certified Teacher (NBCT) pay
- ON – Other National Certification pay (national board related pay for any employee type, excluding NBCT pay)
- PF – Performance Bonus
- SO – Sign on bonus
- SW – Sabbatical Pay
- RI – Rural Inconvenience (Isolation) pay or fuel stipend
- RT – Retiring Incentive, a salary bonus given by the district to employees to announce retirement by a certain date
- TE – Education Incentive
- YH – Holiday / Year End Bonus
- XD – Extra Duty – NOT usable with the Additional Pay assignment code, rather for use only with actual duty assignments (all assignments codes other than the code for Additional Pay)

EmployeeClass

Employee class is based on the assignment code and teacher type. This field is provided by the WDE.

AssignmentFTE

Assignment FTE is a field that is provided by the WDE. It is a numeric percentage of time that is spent on the individual assignment. The calculations used to determine Assignment FTE are described in Appendix B.

The difference between the assignment FTE and the Employment FTE is that the assignment FTE is the calculated FTE for a particular assignment. The employment FTE is the sum of the assignment FTEs for a particular staff member if they have more than one assignment. If the staff member only has the one assignment, the two will be the same.

Experience File

The third file is the Experience File. The purpose of this file is to submit information for the number of years and kind of work experience performed by the staff member. There are 12 elements.

- | | |
|-----------------------|---|
| • DistrictID | • OtherWYDistrictExperience |
| • WISERStaffID | • WYInstitutionalExperience |
| • StaffFirstName | • OutofStatePublicSchoolExperience |
| • StaffLastName | • OutofStateInstitutionalExperience |
| • ExperienceGroupCode | • WYNonPublicSchoolProfessional |
| • DistrictExperience | • OutofStateNonPublicSchoolProfessional |

DistrictID

The WDE 7-digit ID for the district of the staff member's employment. This is a mandatory element.

WISERStaffID

The WDE 8-digit state assigned staff record identifier for this employee. The WISER ID is verified against the WISER ID Registration System. This is a mandatory element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files, however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is a mandatory element.

ExperienceGroupCode

Experience Group Code is where the assignment's experience accumulates. Experience group codes are listed in the Reportable Combinations document located under the WDE602 or WDE652 collections on the [Forms Inventory](#) page of the WDE website.

DistrictExperience

The number of FTE years, prior to the start of the current school year, experience in the district where they are currently employed.

OtherWYDistrictExperience

The number of FTE years, prior to the start of the current school year, experience in any other Wyoming public school district.

WYInstitutionalExperience

The number of FTE years, prior to the start of the current school year, experience at a Wyoming private school, K-12 educational institution, or post-secondary educational institution that is accredited by an agency recognized the United States Department of Education. (Experience only counted from effective accreditation date conferred)

OutofStatePublicSchoolExperience

The number of FTE years, prior to the start of the current school year, experience in an accredited K-12 public school outside of Wyoming. The total FTE years' experience needs to be reported regardless of the district's policy governing the number of FTE years' experience they will accept for placement on the district's salary schedule.

OutofStateInstitutionalExperience

The number of FTE years, prior to the start of the current school year, experience at a private school, K-12 educational institution, or post-secondary educational institution outside of Wyoming that is accredited by an agency recognized by the United States Department of Education.

WYNonPublicSchoolProfessional

The number of FTE years, prior to the start of the current school year, experience at a Wyoming non-educational institution, such as a clinic or hospital. This experience should only be reported for licensed staff assignments (see Appendix A).

OutofStateNonPublicSchoolProfessional

The number of FTE years, prior to the start of the current school year, experience outside of Wyoming at a non-educational institution, such as a clinic or hospital. This experience should only be reported for licensed staff assignments (see Appendix A).

"Extended leave" encompasses a variety of forms of leave either with or without pay that last longer than 10 consecutive workdays. Employees may use their paid leave, be in leave without pay status, maintain reduced work schedules, or be absent from work intermittently during their extended leave. Employees on extended leave less than 6 months shall accrue district experience in their experience group code for funding model purposes. Experience shall be accrued according to actual full time equivalent employment. Those employees on medical leave, within the scope of rights for the Family and Medical Leave Act (FMLA), longer than 10 consecutive workdays but less than 6 months shall accrue district experience in their experience group code. Employees on extended leave 6 months or more and those on an approved sabbatical leave shall not accrue experience.

Districts shall maintain appropriate documentation detailing leave and experience accruals used in the funding model for a period of 7 years.

NOTE: For classified staff, only DistrictExperience and OtherWYDistrictExperience need to be reported.

Education File

The fourth file is the Education file. The purpose of the Education File is to collect the educational background for all teachers, tutors, principals, assistant principals, interim principals, and instructional facilitators. There are 26 elements.

- DistrictID
- WISERStaffID
- StaffFirstName
- StaffLastName
- BachelorDegreeInstitution1
- BachelorDegreeInstitution2
- BachelorDegreeMajor1
- BachelorDegreeMajor2
- BachelorDegreeMinor1
- BachelorDegreeMinor2
- BachelorDegree1CumulativeGPA
- BachelorDegree2CumulativeGPA
- BachelorDegree1MajorGPA
- BachelorDegree2MajorGPA
- BachelorDegreeYear1
- BachelorDegreeYear2
- MasterDegreeInstitution1
- MasterDegreeMajor1
- MasterDegreeGPA1
- MasterDegreeYear1
- MasterDegreeMajor2
- MasterDegreeGPA2
- MasterDegreeYear2
- DoctorateDegreeInstitution
- DoctorateDegreeMajor
- DoctorateDegreeYear

DistrictID

The WDE 7-digit ID for the district of the staff member's employment. This is a mandatory element.

WISERStaffID

The WDE 8-digit state assigned staff record identifier for this employee. The WISER ID is verified against the WISER ID Registration System. This is a mandatory element.

StaffFirstName

This is the staff member's legal first name. Use the staff member's legal first name vs. preferred. For example, use William rather than Bill. The staff member's first name will be verified against the WISER ID Registration System. The Employment File is the authoritative location for the data and is the only file where the spelling of names needs to be corrected. This is a mandatory element.

StaffLastName

This is the staff member's legal last name as it appears on their Social Security Card. The staff member's legal last name will be verified against the WISER ID Registration System. The last name element exists in all four files, however, the Employment File is the authoritative location and the only file where the spelling of names needs to be corrected. This is a mandatory element

BachelorDegreeInstitution1

Educational institution where the first bachelor degree was earned, reported with an OPEID code.

OPEID codes are up to eight characters and can be alphanumeric although most codes are comprised of seven digits. OPEID codes can be retrieved from the [Forms Inventory](#) page of the WDE website located under the WDE602 or WDE652 collections. The WDE recognizes that not all vocational education teaching positions require a bachelor degree. This field can be left blank.

If the institution you are searching for is not on the list, the WDE first recommends that you search via the browser of your choice for the institution name, location, followed by the OPEID. For example: University of Wyoming, Laramie, Wyoming, OPEID code. Wikipedia is also an excellent source for school closure information as well as name changes. If a school has changed names, the OPEID may be used for the new school name. If a school has closed and another school has taken on the transcript management for the closed school, report the school that is now warehousing and managing the transcripts.

Note: Yankton College has closed and has created a foundation to manage their transcripts and therefore has no OPEID. In this case, use the code 88888888 for Unknown-No Code. Many foreign institutions also do not have an OPEID. In this case, use the code 77777777 for Foreign Institution.

BachelorDegreeInstitution2

Education institution where the second bachelor degree was earned, reported with an OPEID code. If a staff member earns their first and second degree simultaneously this number will be the same as BachelorDegreeInstitution1. This field can be blank if no such degree was earned.

Note: if a staff member has more than two bachelor degrees, report the two that are most relevant to their current position with the school district.

Because of the large number of elements in the Education File, the following elements are not in order but are grouped instead so they may be more easily defined.

MasterDegreeInstitution1

MasterDegreeInstitution2

DoctorateDegreeInstitution

Report the education institution where the above degree(s) were obtained using an OPEID code. If more than two Master degrees or more than one Doctorate degree were earned, report the degrees that are most relevant to the staff member's current position with the district. These fields can be blank.

BachelorDegreeMajor1

BachelorDegreeMajor2

BachelorDegreeMinor1

BachelorDegreeMinor2

MasterDegreeMajor1

MasterDegreeMajor2

DoctorateDegreeMajor

The Education file asks for up to two Bachelor minor and two Bachelor major degrees, as many as two Master degrees, and one Doctorate. Instead of typing the same name of the degree use the CIP code. CIP codes can be retrieved from the [Forms Inventory](#) page of the WDE website located under the WDE602 or WDE652 collections. If a staff member has more degrees than fields provided, please list the degrees most relevant to their current position with the district.

BachelorDegree1CumulativeGPA

BachelorDegree2CumulativeGPA

Grade Point Averages are numbers between 0.00 and 4.00 and can be located on post-secondary transcripts. Cumulative GPA is the grade point average for all course work taken at the institution including elective and coursework required to earn a degree. If Bachelor degree 1 and 2 were received simultaneously, the GPA will be the same in both fields.

If the staff member received more than two bachelor degrees, report the two degrees that are most relevant to their current position with the district. GPAs must correspond to the Bachelor Degree Institution chosen.

Note: Some institutions did not post GPAs on transcripts prior to the mid-1960s. If the transcript does not have a cumulative GPA, please enter 0.00 so the WDE knows the field was not left blank in error.

BachelorDegree1MajorGPA

BachelorDegree2MajorGPA

Grade Point Averages are numbers between 0.00 and 4.00 and can be located on post-secondary transcripts. Major GPA is the GPA for coursework in the major field of study only.

Note: Major GPAs are not reported on all transcripts. If the Major GPA is not on the transcript, leave the field blank.

MasterDegreeGPA1

MasterDegreeGPA2

Grade Point Averages are number between 0.00 and 4.00 and can be located on post-secondary transcripts. Report the cumulative Master GPA, otherwise leave blank.

BachelorDegreeYear1

BachelorDegreeYear2

MasterDegreeYear1

MasterDegreeYear2

DoctorateDegreeYear

Report the year the degrees were earned in the YYYY format. If the bachelor degrees were earned simultaneously, the year will be the same for both. If applicable, this field can be blank.

Data Submission Process

Once the staffing files have been compiled, the next step is to log into the SRM either directly through the state SRM. Each district has a SRM contact person. In most cases, this is the district's WISE Coordinator. This person has the district's URL, user name, and password necessary to log in directly through the SRM. It will be necessary to work with this person in submitting the data from this collection.

Overwriting Data

The potential exists for users to overwrite each other's data. For example, Jill and Bob are both staff members of the same school district. On Monday morning, Jill downloads the Staff/Employment file. She decides to update personnel within the file later in the week. On Tuesday, Bob logs into the SRM to edit the Staff/Employment file. He makes all of his corrections and logs out of the SRM. On Friday, Jill completes her edits within the file she downloaded on Monday, and then she uploads her version of the Staff/Employment file. Jill's file will overwrite all of the edits that Bob made on Tuesday. In order to avoid this scenario, all school district personnel must coordinate with each other and with the WISE Coordinator. In addition, it is highly recommended that each school district devise its own plan to meet the requirements of these collections. This plan should include an editing schedule or systematic flow of tasks to help ensure that overwriting of data is prevented.

Preloaded Files

The Fall WDE602 require districts to preload their data. District users will log into the SRM and click the *New Trial* link. Users will then have a choice between *Preload* and *Upload*. By clicking the *Preload* link, districts will have access to data in the WDE's data warehouse. The data will include updated Employment, Assignment, Experience, and Education files with the prior years' experience added in, as well as, the removal of staff that the district reported with a separation date in the previous school year. **The preloaded files will also include the changes made to the Employment and Assignment file headers.** After files are preloaded, they can be downloaded and saved to the user's system. Districts will only need to use the *Preload* link the first time they log into the SRM.

In the spring (WDE652), districts have the option to preload their data or continue working from a copy of the WDE602 file that was submitted in the fall. If districts wish to continue working from a copy of their WDE602, they should first save a copy of the data they submitted in the fall by renaming the file WDE652, and then make the necessary changes to the data to reflect what actually occurred with the district during the school year July 1st – June 30th.

Salary Schedule Files

Salary Schedule Files are uploaded in the Fall WDE602 only. Once the data files have updated, the next step is to upload the salary schedule into the SRM. This can be done by clicking on the *Run a Trial* link next to the WDE602 Salary Schedule heading on the main page of the SRM. The user will then click on the orange *New Trial* button. In the next screen, the user will upload the associated salary schedule files.

Please note that all associated files must be uploaded or the user will receive an error message after clicking the *Import* button. While the data are being uploaded, the SRM will check the data for errors. Appendix C has screen shots to guide the user through uploading the files into the SRM.

Once the salary schedule(s) is uploaded, all errors must be corrected before uploading the Employment, Assignment, Experience, and Education files. Please reference the **Errors in Data** section below for more information on how to correct the errors in the schedule. Once all errors have been resolved, the salary schedule needs to be sent to the WDE. Please reference the **Send to the WDE** section below for more information.

If the district has both I and T salary schedules, both schedules need to be uploaded.

Employment, Assignment, Experience, and Education Files

After the salary schedule has been sent to the WDE (WDE602 collection only), the Employment, Assignment, Experience, and Education files can be uploaded into the SRM. The process for uploading these files is similar to the process for uploading the salary schedule.

Log into the SRM and click on the *Run a Trial* link next to the WDE602 or WDE652 Staff Employment, Assignment, Experience and Education heading on the main page of the SRM. Then click on the orange *New Trial* button. In the next screen, the user will upload the four required files. Please note that all associated files must be uploaded or the user will receive an error message after clicking the *Import* button.

While the data are being uploaded, the SRM will check the data for errors. In the WDE602 submission, the user will receive numerous errors referencing the salary schedule if it was not sent to the WDE before uploading the Employment/Assignment/Experience/Education files. . Appendix C has screen shots to guide the user through uploading the files into the SRM.

Errors in Data

Once the data has been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to the WDE and the districts. Errors must be resolved before the SRM will allow the user to send data to the WDE.

There are two ways to make corrections to the data – offline or online (all editing to the Salary file must be done offline). It is recommended that all editing be done offline unless a corrected copy of the data is downloaded after corrections have been made. Otherwise, if the un-corrected copy is then uploaded, the correction of the errors will have to be re-done.

Offline – the user will make corrections to the files and then upload the corrected files for processing again (recommended).

Online – on the main menu, click the *Records* link. Click on the one of the files listed on the left hand side of the screen to view a list of records. Scroll through the list to find the record that needs editing. Once the editing is complete, click the *Save* button. After all edits have been made, clicking the *Revalidate* button will start the error check process (the Salary Schedule cannot be corrected online).

Appendix C provides assistance on identifying and reconciling errors and warnings, as well as, providing insight on editing the Staffing files online.

Send to the WDE

Once all errors have been corrected and all warning have been examined, the data is ready to be sent to the WDE. For both the Salary and Staffing files, the *Send to WDE* button will turn blue when the SRM determines that everything is in order. Remember the Salary files are only sent in the WDE602 and must be sent prior to the Staffing files. Once each district has sent in their data, the contents will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact the district for clarification.

Error Correction Timeline

Corrections to the fall WDE602 data are restricted to a firm timeline in order to release Stat 2 data as well as the newspaper report. The same is true for the spring WDE652 data - in order to get the data cleaned in an expeditious manner to properly accrue the FTE experience and prepare for the next fall's preload. Opportunities for districts to make corrections to the WDE652 data exist between the dates of June 27 – August 31.

Staffing Data Reported Back to the Districts

The Newspaper Report will be accessible to the districts in mid-March through the state website. The Collection Steward will notify all collection contacts when the report is available for download. The WDE602 data, in its entirety, will be reported back to districts though the state website by mid-April. District personnel directly responsible for collecting and reporting of the data will be granted access to download and review the reports. If there are additional personnel within the district who need access to this data, please contact the Collection Steward, Donal Mattimoe at donal.mattimoe@wyo.gov.

Download Finalized Data

It is recommended that the finalized data files be downloaded and saved in a secure location for auditing purposes. These files may prove useful to reconcile any questions that may arise.

Updating fall WDE602 data to facilitate spring WDE652 submission

First, save original copies of the final (submitted) set of fall WDE602 files. Then, make a second copy of these files to use in updating changes to employment details throughout the school year. Districts will find that continuous updating of the fall WDE602 data will vastly simplify final preparation and submission of the spring WDE652 data. Remember to only update copies of the fall WDE602 submission files, not the original files.

Frequently Asked Questions

Header Errors

These errors are typically received when the header information is out of order or labels are spelled incorrectly. Please verify that the headers match the file layout. Files must be submitted in .csv format.

Staff Members who change jobs mid-year

If a staff member changes positions in the middle of the school year, adjustments will need to be made to their annual hours/contract days and maybe percent of time for their 'old' assignment and add their 'new' assignment with annual hours/contract days and maybe percent of time for the remainder of the year. Adjustments will need to be made to their regular salary and add a new experience record if needed (relevant to the WDE652).

The Term 'Option' on a staff member's transcript

A post-secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602/WDE652.

Correcting Files offline

Any time a corrected staff file needs to be uploaded, the other three files need to be uploaded as well even if no changes were made to those files. The upload always has to contain the four required files: Employment, Assignment, Experience, and Education.

Regular Salary vs. Scheduled Salary

The regular salary is the annual pay for the core contract duties. The scheduled salary is the salary that corresponds with where the staff member is placed on the district salary schedule. If the staff member's time is 100 and the contract days are the same as the scheduled days, then the regular and scheduled salaries should be the same.

Annual Hours vs. Holiday Hours

Annual Hours – for classified positions, includes all work hours and any vacation or holiday hours for which the staff member is compensated.

Holiday Hours – for classified positions, the number of holiday hours for which the staff member is compensated.

Examples for reporting Assignments

Question:

How do I report my math teacher who teaches one extra class per day and has an extra salary associated with that class?

Answer:

Report with an assignment code of MAT 100% time and the second assignment code would also be MAT with no time or contract days, E in the RegularOrExtraSalary field.

Question:

What if a staff member works in all the schools with the same assignment, can I assign that staff member to the district? (Example would be a school nurse)

Answer:

The staff member needs to be assigned to each school they work at with their percent of time divided accordingly. No school level personnel should be assigned to the district – that means school secretaries, teachers, etc. District personnel should be assigned to the district – such as business managers, superintendents, curriculum coordinators, etc. The Reportable Combination document has an Organization Level column that states whether assignments are school level, district level, or both.

Corresponding Assignments & Experience Codes

The Reportable Combinations document located under the WDE602 or WDE652 collections on the [Forms Inventory](#) page of the WDE website lists all assignment codes with their corresponding Experience Codes. Corresponding teacher type codes can also be found within this document.

Special Education Licensed Professionals

To report a licensed professional assignment using a Special Education specific assignment code, the position must be specified in a student's IEP. For example, a regular school nurse's time cannot be broke down between School Nurse and Special Education School Nurse.

Examples of reporting experience

- St. Stephen School is a BIA school and it is accredited. Experience should be reported.
- St. Mary's School (or any other private/religious school that is accredited). Experience should be reported.
- Cathedral School (or any other private/religious school that is not accredited). Experience is NOT reported.
- NOLS (National Outdoor Leadership School) is not accredited by an agency recognized by the USED, so therefore this experience is not reported.
- Head Start and Early Intervention (especially those personnel who have other state licensure, but also the experience for those who do not have other state licensure by PTSB). This experience would not be reported since it is not a K-12 or post-secondary institution.
- State Hospital – experience should be reported only for staff such as an Occupational Therapist, Physical Therapist, or a nurse and it would be reported in the WYNonPublicSchoolProfessional field.
- Department of Defense Schools – (OutOfStateInstitutionalExperience) this experience should only be reported if the staff member is teaching K-12 or post-secondary courses and the institution is accredited by an agency recognized by the USED.
- Any Collegiate Instruction Experience – (OutOfStateInstitutionalExperience) this experience would only be reported if the post-secondary institution is accredited by an agency recognized the by the USED.

Determining Experience

The experience accrued in the prior school year will be calculated by the WDE and included in the next year's WDE02 preloaded information. It should not be changed for any staff member unless they are a new hire (between July 1st and October 2nd on the WDE602 and July 1st and June 30th next year on the WDE652) or if they have changed their assignment during the year that would change their experience group code, or the Wyoming Department of Audit has found an error in the years of experience reported. Staff members may work in more than one experience group code throughout the year. Do not report experience for positions that the staff member has not worked in during the current school year. If a staff

member changes experience group codes, for example, a teacher with ten years' experience becomes a first time principal, their years of experience for the new experience group code starts over at zero.

Determining Experience for College Teachers

Each post-secondary institution's definition of a full-time teacher will need to be evaluated to determine the FTE for experience gained from that college or university. For example, UW's definition of full time is 24 credit hours over the academic calendar while LCCC's definition is 30 credit hours over the academic calendar.

Virtual Education and the WDE602 Reporting

As of July 1, 2017, districts are no longer required to employ each of their virtual education teachers. If needed, districts may purchase courses or programs from vendors that employ the teachers. Districts are responsible for reporting all virtual education teachers regardless of their employer so their endorsements may be verified and, when employed by the district, their experience can be properly accrued. Virtual education teachers employed by an entity other than the district are reported on the WDE728 Virtual Education Vendor Teacher Collection.

Per W.S. 21-13-330(f)(iii) 'Nonresident district' means the school district in which a participating student does not reside but which employs the digital learning program teacher and which sponsors, approves, facilitates, and supervises the digital learning program course material provided to the participating student.

Virtual Education Guidance

- Virtual 307 website - <https://virtual307.com/>
- Chapter 41 Virtual Education Rules - <https://rules.wyo.gov/Search.aspx>
- W.S. § 21-2-202(a)(xxxi)(A-F) - <https://codes.findlaw.com/wy/title-21-education/wy-st-sect-21-2-202.html>
- W.S. § 21-13-330 - <https://codes.findlaw.com/wy/title-21-education/wy-st-sect-21-13-330.html>
- WDE728 Virtual Education Vendor Teacher Collection - <https://edu.wyoming.gov/data/dcs/>

More Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE602/652 CONTENT QUESTIONS?

Donal Mattimoe, (307) 777-6391 or donal.mattimoe@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Donal Mattimoe, (307) 777-6391 or donal.mattimoe@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE WDE WYED PORTAL OR RIGHTS TO THE SRM (STATE REPORT MANAGER)?

The rights to upload data to the Department are assigned by the WyEd Administrator. Contact your district's WyEd Administrator who can assign rights and re-set passwords. WDE's WyEd Administrators are listed below:

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov
 Brian Wuerth, (307) 777-6748 or brian.wuerth@wyo.gov

WHERE CAN I FIND MORE INFORMATION ON THE ELEMENTS WITHIN THIS COLLECTION?

The [Forms Inventory](#) page of the WDE website

WHOM DO I CONTACT IF I NEED A WISER ID?

Your district's WISE Coordinator or WISER ID Administrator

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Position open

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT FOR INFORMATION ON VIRTUAL EDUCATION/DIGITAL LEARNING?

Lori Thilmany, (307) 777-7418 or lori.thilmany@wyo.gov

Appendix A: Licensure Information

Assignment Codes that Require a License from the State of Wyoming		
Assignment Code	Assignment Description	License Type Code
LPT	Physical Therapist	LPT
OTA	Certified Occupational Therapy Assistant (COTA)	OTA
OTR	Occupational Therapist	OTR
PTA	Physical Therapy Assistant	PTA
SLA	Speech Therapy Assistant	SLA
XOT	Special Education – Occupational Therapist	XOT
XPT	Special Education – Physical Therapist	XPT
XSA	Special Education – Speech Therapist Assistant	XSA
XTA	Special Education – Physical Therapy Assistant	XTA
XTR	Special Education – Certified Occupational Therapy Assistant (COTA)	XTR

Assignment Codes that Require a Wyoming State License or PTSB Endorsement		
Assignment Code	Assignment Description	License Type Code
AUD	Audiology	AUD
COU	Counseling	COU
IPS	Intern – School Psychology	PST
PST	Psychological Technician Other than Special Education	PST
SNR	School Nurse	SNR
SPA	Speech Pathologist	SPA
SPS	School Psychologist Other than Special Education	SPS
SSW	School Social Worker	SSW
XAU	Special Education – Audiology	XAU
XCO	Special Education - Counseling	XCO
XDH	Deaf/Hard of Hearing Interpreter	INT
XPS	Psychological Technician Special Education	XPS
XPY	Special Education – School Psychologist	XPY
XSN	Special Education – School Nurse	XSN
XSP	Special Education – Speech Pathologist	XSP
XSS	Special Education – School Social Worker	XSS

Appendix B – Calculation for Assignment Salary

Calculation Components

- **FTE (Full Time Equivalent):** A measure of quantified, standardized employee workload. A calculated FTE of 1.0 means that a staff member is a full-time worker, while a FTE of 0.5 indicates that the staff member is half-time. To ensure statewide standardization and funding model alignment, calculation of FTE utilized at the state level is administered by the WDE. Calculation is undertaken using the following calculation components submitted by districts.
- **School and District level Metrics:**
 - **STUDENT_DAYS:** As relates to school level staffing assignments this is the number of planned student days scheduled for a school in the current school year. In case of district level assignments, the highest school level student day value in the district is used.
 - **SCHEDULE_DAYS:** Each salary schedule used and reported by a district is accompanied by a schedule days figure representing the number of days a non-classified employee must be contracted to be considered full time (assuming full days are worked).
- **Non-classified (Professional) Assignment related to metrics:**
 - **CONTRACT_DAYS:** The number of days contracted for each non-classified assignment.
 - **TIME:** The percentage of time (percent of each day worked) contracted for each non-classified assignment.
- **Classified Assignment related metrics:**
 - **ANNUAL_HOURS:** The number of annual hours scheduled for a classified assignment.
 - **HOLIDAY_HOURS:** The number of holiday hours scheduled for a classified assignment.
 - **WORK_HOURS = ANNUAL_HOURS – HOLIDAY_HOURS**

Experience Accrual

- District staff members may be credited with working up to a total of 1.00 FTE in the current school year. This FTE is then rolled forward as prior experience for the staff member in the following school year.
- A full 1.00 FTE is designed to be earned by a prototypical school or district staff member working full days over the length of the school year as defined by the number of schedule days or student days (depending on assignment and employee type).
- As such, any staff member working an extended school year or full calendar year also earns exactly 1.00 FTE. For these staff members, initially calculated individual assignment FTE values summing to over 1.00 FTE are adjusted proportionately to sum to exactly 1.00. In the very rare case where a staff member works both non-classified and classified assignments, FTE values calculated for non-classified assignments take precedence over classified assignment FTE values when proportional adjustment is required.
- **Non-classified (Professional) Assignment FTE calculation:**
 - When the staff member is on a district salary schedule:
 - **Assignment FTE = (TIME * CONTRACT_DAYS) / SCHEDULE_DAYS**
 - Example: $(100\% * 185) / 185 = 1.00$ (work full time each day for a full school year)
 - Example: $(50\% * 185) / 185 = 0.50$ (work half time each day for a full school year)

- Example: $(100\% * 92) / 185 = 0.50$ (work full time each day for half the school year)
- Example: $(100\% * 260) / 185 =$ capped at 1.00 (work full time each day for a number of days exceeding number of days considered a full school year)
- When the staff member is not on a district salary schedule:
 - Assignment FTE = $(\text{TIME} * \text{CONTRACT_DAYS}) / \text{STUDENT_DAYS}$
 - Example: $(100\% * 185) / 176 = 1.00$ (work full time each day for full school year)
 - Example: $(25\% * 185) / 176 = 0.25$ (work quarter time each day for a full school year)
 - Example: $(50\% * 88) / 176 = .025$ (work half time each day for half the school year)

FTE Calculations and Examples

- Classified Assignment FTE Calculation
 Assignment FTE = $\text{WORK_HOURS} / (\text{STUDENT_DAYS} * 8 \text{ hrs./day})$
 - Example: $1408 / (176 * 8) = 1.00$ (work the exact amount of hours considered a full school year)
 - Example: $1056 / (176 * 8) = 0.75$ (work three quarters the amount of hours considered a full school year)
 - Example: $1960 / (176 * 8) =$ capped at 1.00 (work over the amount of hours considered a full school year)
 - Example: Proportional reduction required
 - Two assignments held by one staff member
 Assignment 1: WORK_HOURS = 1200, STUDENT_DAYS = 176
 Assignment 2: WORK_HOURS = 500, STUDENT_DAYS = 176
 - Initial FTE values for two assignments
 Assignment 1: FTE = $1200 / (176 * 8) = 0.8523...$
 Assignment 2: FTE = $500 / (176 * 8) = 0.3551...$
 - Sum of initial FTE values for Assignment 1 and Assignment 2: $0.8523... + 0.3551... = 1.2074...$
 - Proportionally adjusted (final) FTE values
 Assignment 1: Initial FTE / Sum of Initial FTEs = $0.8523... / 1.2074... = 0.7059...$
 Assignment 2: Initial FTE / Sum of Initial FTEs = $0.3551... / 1.2074... = 0.2941...$
 - Sum of (final) proportionally adjusted FTEs = $0.7059... + 0.2941... = 1.00$

Appendix C: State Report Manager Screen Shots for the WDE602/WDE652 Collections

SRM Submission



Step 1. Login SRM site through State Education Website



Step 2. Login to the State Report Manager under Data & Reporting tab (Login with either WISER ID or State email and password setup for WyEd).



Step 3. Click on the “Run a Trial” link next to the desired collection. You will only see collections that you have rights to.


Albany County School District #1


[Home](#) / [District 0101000](#) / [Albany County School District #1](#)

Current State Reports

[TEACHER/COURSE/STUDENT](#)
[STAFF](#)
[FINANCE](#)
[SIF](#)

WDE602 Salary Schedule (Oct 2017)	Started on Oct 1, 2017	Due on Oct 27, 2017		1 Trials	▼
WDE602 Salary Schedule (Oct 2018)	Starts on Oct 1, 2018	Due on Oct 27, 2018	Run a Trial	0 Trials	▼
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)	Started on Oct 2, 2017	Due on Oct 27, 2017		1 Trials	▼
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)	Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial	1 Trials	▲
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT	18	321
WDE652 Staff Employment, Assignments, and Experience (May 2017)	Started on May 14, 2017	Due on Jun 27, 2017		1 Trials	▼
WDE652 Staff Employment, Assignments, and Experience (May 2018)	Started on May 10, 2018	Due on Jun 30, 2018		1 Trials	▲
Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Sent Trial	07-02-2018 11:44am	Sent at 07-02-2018 11:58am	SENT	65	0

Other Links
[SIF Syncs](#)

District Drill Down

Albany County School District #1 (0101000)

GO

Step 3a. In the **WDE602** you will click on "Preload" to import data from last year's WDE652. This data will include your newly updated experience files. It will also eliminate any persons who separated from your district in the previous year. You will only need to **preload** the first time you enter the SRM. Once files are preloaded you will save them to your hard drive and update the files.

*In the Spring **WDE652** collection you will work from a saved copy of the WDE602. Rename the file WDE652....and make adjustments by adding separation dates, hire dates, and adjusting regular salaries, time, contract days or hours for anyone who did not work their full contract.*

WYOMING
DEPARTMENT OF EDUCATION

Albany County School District #1

Home / District 0101000 / WDE602 Salary Schedule (Oct 2018) - Import Source Data

Please select how we will receive your data:

☒ **Preload** – Preload the trial with records from the state's data warehouse.

☐ **Upload** – Upload text files.

CANCEL

Step 3b. In the **WDE652**, once you click the "Run a Trial" link you will be taken to an upload page where you can browse your hard drive to find your updated Employment, Assignment, Experience and Education files. Once all four files have been selected the "Import" link will be highlighted and the files can be uploaded.

WYOMING
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Albany County School District #1

Home / District 0101000 / WDE602 Salary Schedule (Oct 2018) - Import Source Data

Please select how we will receive your data:

☐ **Preload** – Preload the trial with records from the state's data warehouse.

☒ **Upload** – Upload text files.

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

602SalaryScheduleHeader_I_	BROWSE...
602SalarySchedule_I_	BROWSE...
602SalaryScheduleHeader_T_ (optional)	BROWSE...
602SalarySchedule_T_ (optional)	BROWSE...

IMPORT CANCEL

Step 3b2. After the Import link is clicked in the WDE652 the SRM will run its initial error checks on your data. Errors will need to be corrected in order to certify your data and send it to the WDE.

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Albany County School District #1

State Report Manager

Home / District 0101000 / Albany County School District #1

Current State Reports

TEACHER/COURSE/STUDENT STAFF FINANCE SIF

WDE602 Salary Schedule (Oct 2017) Started on Oct 1, 2017 Due on Oct 27, 2017 1 Trials

WDE602 Salary Schedule (Oct 2018) Starts on Oct 1, 2018 Due on Oct 27, 2018 Run a Trial 1 Trials

Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-17-2018 8:40am	Validated at 09-17-2018 8:40am	NOT SENT	0	0

WDE602 Staff Employment, Assignments, and Experience (Oct 2017) Started on Oct 2, 2017 Due on Oct 27, 2017 1 Trials

WDE602 Staff Employment, Assignments, and Experience (Oct 2018) Starts on Oct 2, 2018 Due on Oct 27, 2018 Run a Trial 1 Trials

Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT	16	321

Downloading Files to your Hard Drive

Files can be downloaded after data is preloaded for the WDE602. You will also need to download your data if you have made corrections in the SRM and not the WDE602/652 files on your hard drive.

Step 1. Click the "Download" link.

WDE602 Staff Employment, Assignments, and Experience (Oct 2018) Starts on Oct 2, 2018 Due on Oct 27, 2018 Run a Trial 1 Trials

Trial Name	Created On	Latest Activity	Submission Status	Warnings	Errors
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT	16	321

WDE652 Staff Employment, Assignments, and Experience (May 2017) Started on May 14, 2017 Due on Jun 27, 2017 1 Trials

WDE652 Staff Employment, Assignments, and Experience (May 2018) Started on May 10, 2018 Due on Jun 30, 2018 1 Trials

Save
Download
Revalidate
Delete

Step 2. Copy all the files in this folder and paste them in a different location that is convenient for you.

Check/Correct Errors in Data

Step 1. Click on the "Latest Trial" link.

WYOMING
DEPARTMENT OF EDUCATION

Albany County School District #1

State Report Manager

Home / District 0101000 / Albany County School District #1

Current State Reports

TEACHER/COURSE/STUDENT	STAFF	FINANCE	SIF
WDE602 Salary Schedule (Oct 2017)	Started on Oct 1, 2017	Due on Oct 27, 2017	1 Trials
WDE602 Salary Schedule (Oct 2018)	Starts on Oct 1, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials
Trial Name	Created On	Latest Activity	Submission Status
Latest Trial	09-17-2018 8:40am	Validated at 09-17-2018 8:40am	NOT SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)	Started on Oct 2, 2017	Due on Oct 27, 2017	1 Trials
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)	Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials
Trial Name	Created On	Latest Activity	Submission Status
Latest Trial	09-12-2018 2:02pm	Validated at 09-12-2018 2:02pm	NOT SENT

Step 2. The left side lists the data files that were uploaded. The left area lists the different Errors and Warnings found in the data files. The right top side lists the number of records in each file. The right side bottom lists the different reports available for these data files.

WYOMING
DEPARTMENT OF EDUCATION

Albany County School District #1


State Report Manager

Home / District 0101000 / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial

Validated at 09-12-2018 2:02pm.

Violations	Search	Records
Errors		StaffAssignments 0
TooManyProblemsForRule - Too many problems for a rule		StaffEducations 0
R4005 - Missing SeparationDate		StaffEmployments 828
R4008 - Incomplete salary schedule information		StaffExperiences 0
R4212 - RegularSalary must be 0		DOWNLOAD
R4501 - No Principal reported for school		
Warnings		Reports
R4502 - No Teacher reported for school		Violations Summary (MS Excel)
		Assignments: All Staff (PDF MS Excel)
		Assignments: Classified Staff (PDF MS Excel)
		Assignments: Professional Staff (PDF MS Excel)
		Experience: All Staff (PDF MS Excel)

Step 3. Click the Error or Warning link to get more information on a particular error/warning.


Albany County School District #1

[Home](#) / [District 0101000](#) / [WDE602 Staff Employment, Assignments, and Experience \(Oct 2018\) - Latest Trial](#) / [WDE602 Staff Employment, Assignments, and Experience \(Oct 2018\) - Latest Trial](#)

There are 18 violations of R4501.

Type	Rule	Description
Error	R4501	No Principal reported for school

Showing 1-18 of 18
|<< << 1 >> >>|
Page 1 of 1 GO


School 0101001 does not have a staff member with a Principal assignment.

School 0101002 does not have a staff member with a Principal assignment.

School 0101005 does not have a staff member with a Principal assignment.

School 0101009 does not have a staff member with a Principal assignment.

Step 4. For the Salary files, please make your correction offline and upload the new Salary files.




Albany County School District #1

[Home](#) / [District 0101000](#) / [WDE602 Salary Schedule \(Oct 2018\) - Latest Trial](#) / [All 602SalaryScheduleHeader_Ls](#) / [602SalaryScheduleHeader_Ls](#)

Previous Next

Element	Value
DistrictID	0101000
ScheduleID	I
ScheduleName	Instructional (Teachers)
ScheduleDays	185

Previous Next


Albany County School District #1


[Home](#) / [District 0101000](#) / [WDE602 Salary Schedule \(Oct 2018\) - Latest Trial](#) / [All 602SalarySchedule_Ls](#)


Show: All 602SalarySchedule_Ls SEARCH ITEMS IN TABLE

Showing 1-26 of 26
|<< << 1 >> >>|
Page 1 of 1 GO
500 Rows per page


Violations	DistrictID	ScheduleID	Step	BACHELOR	BACHELOR+15	BACHELOR+30	BACH+45/MAS	MASTER+15	MASTER+30	MAS+45/DOC
View	0	0101000	I	\$43,625.00	\$44,625.00	\$45,625.00	\$46,625.00	\$47,625.00	\$48,625.00	\$49,625.00
View	0	0101000	I	\$44,460.00	\$45,460.00	\$46,460.00	\$47,460.00	\$48,460.00	\$49,460.00	\$50,460.00
View	0	0101000	I	\$45,295.00	\$46,295.00	\$47,295.00	\$48,295.00	\$49,295.00	\$50,295.00	\$51,295.00
View	0	0101000	I	\$46,130.00	\$47,130.00	\$48,130.00	\$49,130.00	\$50,130.00	\$51,130.00	\$52,130.00
View	0	0101000	I	\$46,965.00	\$47,965.00	\$48,965.00	\$49,965.00	\$50,965.00	\$51,965.00	\$52,965.00
View	0	0101000	I	\$47,800.00	\$48,800.00	\$49,800.00	\$50,800.00	\$51,800.00	\$52,800.00	\$53,800.00
View	0	0101000	I	\$48,635.00	\$49,635.00	\$50,635.00	\$51,635.00	\$52,635.00	\$53,635.00	\$54,635.00
View	0	0101000	I	\$49,470.00	\$50,470.00	\$51,470.00	\$52,470.00	\$53,470.00	\$54,470.00	\$55,470.00
View	0	0101000	I	\$50,305.00	\$51,305.00	\$52,305.00	\$53,305.00	\$54,305.00	\$55,305.00	\$56,305.00
View	0	0101000	I		\$52,140.00	\$53,140.00	\$54,140.00	\$55,140.00	\$56,140.00	\$57,140.00
View	0	0101000	I			\$53,975.00	\$54,975.00	\$55,975.00	\$56,975.00	\$57,975.00
View	0	0101000	I				\$55,810.00	\$56,810.00	\$57,810.00	\$58,810.00

Edit Data Online

Step 1. Go back to the screen below. In the center of the page under the Violations header, click on the data file that needs a correction.




Albany County School District #1



[Home](#) / [District 0101000](#) / [WDE602 Staff Employment, Assignments, and Experience \(Oct 2018\) - Latest Trial](#)

Validated at 09-12-2018 2:07pm.

Violations



Errors

TooManyProblemsForRule - Too many problems for a rule

3 Errors

R4005 - Missing SeparationDate

100+ Errors

R4008 - Incomplete salary schedule information

100+ Errors

R4212 - RegularSalary must be 0

100+ Errors

R4501 - No Principal reported for school

18 Errors

Warnings

R4502 - No Teacher reported for school

10 Warnings

Records

StaffAssignments

0

StaffEducations

0

StaffEmployments

828

StaffExperiences

0

DOWNLOAD

Reports

Violations Summary (MS Excel)


Assignments: All Staff (PDF | MS Excel)

Assignments: Classified Staff (PDF | MS Excel)


Assignments: Professional Staff (PDF | MS Excel)

Experience: All Staff (PDF | MS Excel)

Step 2. Click the "View" link on the record that needs correcting.



Albany County School District #1



[Home](#) / [District 0101000](#) / [WDE602 Staff Employment, Assignments, and Experience \(Oct 2018\) - Latest Trial](#) / [StaffEmployments violating R4212](#)

Show: StaffEmployments Violating R4212

SEARCH ITEMS IN TABLE







Type	Rule	Description
Error	R4212	RegularSalary must be 0

Showing 1-100 of 100

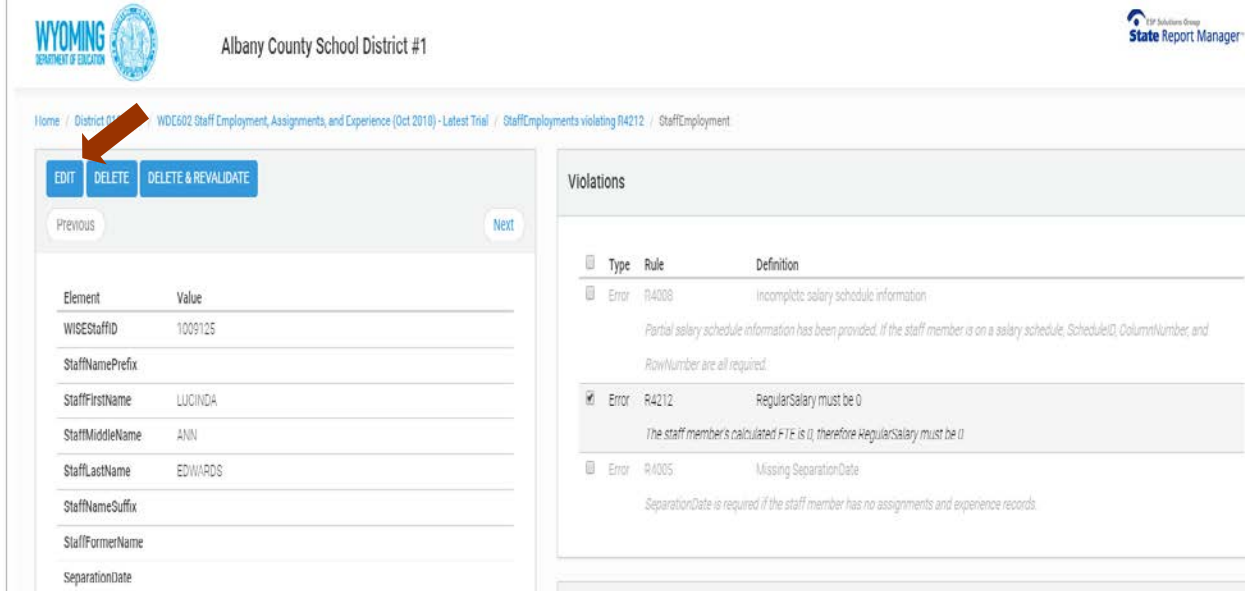
<< 1 >>

Page 1 of 1

500 Rows per page

	Violations	WISEStaffID	StaffLastName	StaffFirstName	BaseSchoolID	FTE
 View	3	1009125	EDWARDS	LUCINDA	0101030	0.00
 View	2	1014188	FISCUS	WADE	0101056	0.00
 View	3	1035533	SCHERR	MARLA	0101030	0.00
 View	2	1036009	KUNKEL	DANIELLE	0101055	0.00
 View	2	1048414	TYNER	JENNIFER	0101030	0.00
 View	3	1056174	BENTLEY	BETH	0101027	0.00

Step 3. Click the "Edit" link.



WYOMING DEPARTMENT OF EDUCATION Albany County School District #1

Home / District #1 / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial / StaffEmployments violating R4212 / StaffEmployment

EDIT **DELETE** **DELETE & REVALIDATE**

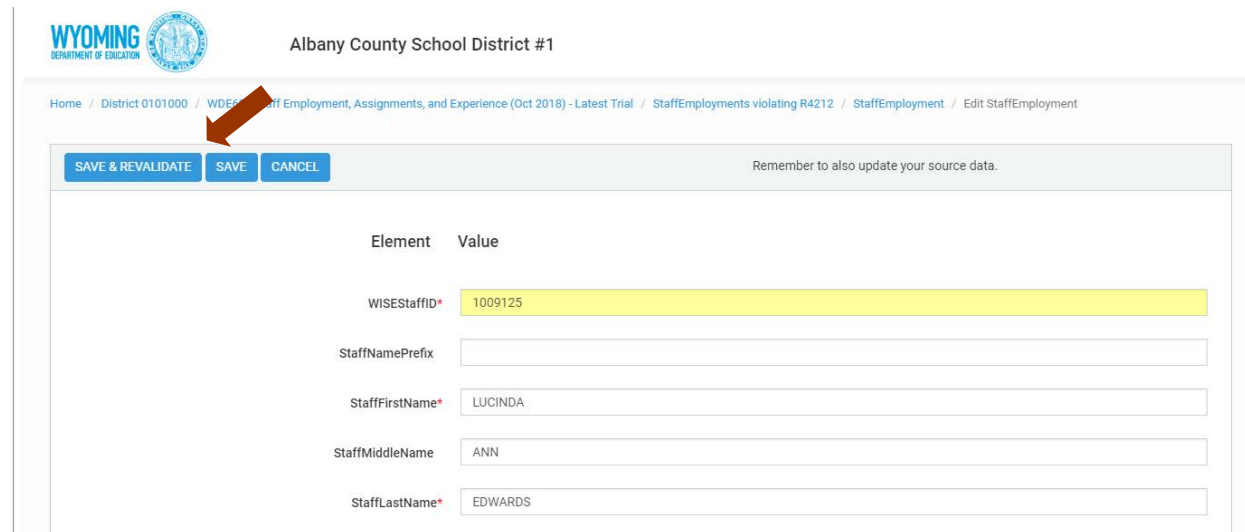
Previous Next

Element	Value
WISEStaffID	1009125
StaffNamePrefix	
StaffFirstName	LUCINDA
StaffMiddleName	ANN
StaffLastName	EDWARDS
StaffNameSuffix	
StaffFormerName	
SeparationDate	

Violations

Type	Rule	Definition
Error	R4008	Incomplete salary schedule information Partial salary schedule information has been provided. If the staff member is on a salary schedule, ScheduleID, ColumnNumber, and RowNumber are all required.
<input checked="" type="checkbox"/> Error	R4212	RegularSalary must be 0 The staff member's calculated FTE is 0, therefore RegularSalary must be 0
Error	R4005	Missing SeparationDate SeparationDate is required if the staff member has no assignments and experience records.

Step 4. Make the necessary corrections and click the "Save" button. Once all on line corrections are completed click the "Save and Revalidate" button to rerun the error check. To undo any changes made, click the "Cancel" button.



WYOMING DEPARTMENT OF EDUCATION Albany County School District #1

Home / District 0101000 / WDE602 Staff Employment, Assignments, and Experience (Oct 2018) - Latest Trial / StaffEmployments violating R4212 / StaffEmployment / Edit StaffEmployment

SAVE & REVALIDATE **SAVE** **CANCEL**

Remember to also update your source data.

Element	Value
WISEStaffID*	1009125
StaffNamePrefix	
StaffFirstName*	LUCINDA
StaffMiddleName	ANN
StaffLastName*	EDWARDS

Step 5. Click on the Related Links to move between an employee's Employment, Assignment, Experience and Education file.

Related Links
StaffAssignments
StaffEducations
StaffEmployments
StaffExperiences

Send to WDE

Step 1. The submission process is the same for the salary and staff files. Salary files must be uploaded and sent to the WDE before staff files will be accepted.

Go into latest trial, make sure that all errors have been corrected and warnings have been looked over.

Step 2. Click the "Send to WDE" button.

WYOMING
DEPARTMENT OF EDUCATION

Albany County School District #1

State Report Manager

Home / District 01010003 / Albany County School District #1


Current State Reports

TEACHER/COURSE/STUDENT	STAFF	FINANCE	SIF
WDE602 Salary Schedule (Oct 2017)	Started on Oct 1, 2017	Due on Oct 27, 2017	1 Trials
WDE602 Salary Schedule (Oct 2018)	Starts on Oct 1, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials
Trial Name	Created On	Latest Activity	Submission Status
Latest Trial	09-17-2018 8:40am	Validated at 09-17-2018 8:40am	NOT SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2017)	Started on Oct 2, 2017	Due on Oct 27, 2017	1 Trials
WDE602 Staff Employment, Assignments, and Experience (Oct 2018)	Starts on Oct 2, 2018	Due on Oct 27, 2018	Run a Trial 1 Trials
Trial Name	Created On	Latest Activity	Submission Status

Save
Download
Send to WDE
Delete

Step 3. Name this item in the white box, click in the certification box, and then click the "Send to WDE" button.

WYOMING
DEPARTMENT OF EDUCATION



Albany County School District #1

[Home](#) / [District 0101000](#) / WDE602 Salary Schedule (Oct 2018) - Send to WDE

Name:

☐ I certify that this trial is accurate and can be sent to the Wyoming Department of Education. **This action cannot be revoked.**

SEND TO WDE

CANCEL